Check one:

**Level 1** **Level 2**



1368 Reas Ford Road Earlysville, VA 22936 [shannonfoundation@fastmail.fm](mailto:shannonfoundation@fastmail.fm) www.shannongrants.org

**Grant Application for 2018-2019 School Year Funding**

*Level 1 Grants: Submit only the application page and* ***a typed one-page project narrative****.*

*Level 2 Grants: Submit only the application page and a* ***typed project narrative not to exceed 3 pages****.*

Submitted by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teaching Assignment: (Grade/Subject)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ Amount Requested:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Summer Mailing Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School year email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Summer email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In which subject category does your project **best** belong? (**Check one box only**)

Other

Technology

Special Education

Language

Social Studies

Science

Math

Arts

Are you a past Shannon grant winner? \_\_\_\_ If yes, when and for what project?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you seeking funding from other sources? \_\_\_\_ If yes, please explain. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Would you be willing to allow your project to be featured on the Shannon Foundation website, and commit to sharing your project with the press and community or school groups?



Yes

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher’s Signature Principal’s Signature

***--Application due April 20, 2018—***

The project narrative **must** include the following items to be considered for a grant. We encourage applicants to ask a colleague to review proposals before submission. Please use this as your checklist:

Expected Student Results

Products

Target Group

Method of Evaluation

Timeline

Purpose

Outreach Plans

Budget

Activities

***AS ALL PROPOSALS ARE JUDGED BLINDLY, PROJECT NARRATIVES***

***MUST NOT IDENTIFY TEACHER, SCHOOL, OR SCHOOL SYSTEM BY NAME!***



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**2018-2019 Funding Guidelines**

The Foundation wants to help teachers and schools implement their best ideas. We invite 2 levels of proposals for the 2018-2019 school year. **Level 1 grants, not to exceed $750**, will be awarded to classroom teachers, individually or in teams, for projects that support original and innovative student activities. **Level 2 grants, not to exceed $5,000**,may be awarded to schools for creative projects that enhance student learning across age and grade levels. Applications for Level 2 grants must be submitted by lead teachers or administrators who will assume responsibility for overseeing implementation and reporting for the funded project.

**Criteria for Funding**

**Creativity.** Proposal is imaginative and demonstrates innovative goals, methods, or outcomes.

**Meets a Need.** Proposal is designed to meet specific and significant student or school needs.

**Student Involvement.** Proposal describes how students will be directly involved in, and benefit from, the funded activities.

**Evaluation.** Proposal clearly explains how the project results will be attained and measured.

**Outreach.** Proposal outlines plans to share the project with other teachers and to recognize the Foundation's support.

**Impact.** Proposals for projects benefiting a large number of students are preferred over those benefiting a small number of students, other factors being equal.

**Budget.** Proposal includes realistic, complete, and economical itemized list of expenditures.

**On-time Submission.** Proposal must arrive on or before the **April 20, 2018** deadline to be considered.

**Guideline Compliance.** Proposal must adhere to the application instructions to be considered.

The Foundation funds projects that directly involve and benefit students. We encourage proposals for projects that would not ordinarily be funded as part of regular school budgets. **Requests for textbooks, equipment for equipment’s sake, food and drink, honoraria, and professional stipends generally will not be considered for funding.** **Grants for materials and programs that can be used over a number of years will be given preference over consumables and one-time projects.** The Foundation expects grant recipients to donate their own time to the project and to publicize the Foundation’s support whenever possible. The Foundation expects awarded funds to be spent during the school year for which the grant is made. At the project’s completion, grant recipients are required to summarize the project and its results in a short written report to the Foundation. **Failure to submit the required report by the due date will make applicants ineligible for future funding.**

**How to Apply and Due Date**

Completed applications must be signed by the school principal. **NEW THIS YEAR**: You may submit your completed application electronically as a PDF to: [**shannonfoundation@fastmail.fm**](mailto:shannonfoundation@fastmail.fm), **or** you may send your completed materials as hard copies to: Charlottesville City Schools, attention: Jim Henderson, Associate Superintendent for Curriculum and Instruction **or** Albemarle County Schools, attention: Phil Giaramita, Strategic Communications Officer. Completed applications must be received on or before **April 20, 2018**. Notification of awards will be made in June 2018. For more information, please contact Stephanie Leech, Shannon Foundation Administrator, via e-mail at **shannonfoundation@fastmail.fm** or visit our website: [**shannongrants.org**](http://www.shannongrants.org).